



Guernsey County Treasurer
Direct Payment Authorization

For Treasurer Office Use
Date Entered: \_\_\_\_\_ Verified: \_\_\_\_\_

For Automatic Payment by Debiting Bank Account

To pay your taxes using our Direct Payment service, please complete this form and return it to us. See instructions and additional information on the other side of this form. Form must be received 30 days prior to withdraw date.

PLEASE PRINT CLEARLY

Name of Taxpayer \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Email or other phone \_\_\_\_\_
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Financial Institution Account Information
Type of account:
[ ] Checking [ ] Savings AMOUNT OF MONTHLY DEDUCTION \_\_\_\_\_
I want my payments deducted: (Check only ONE)
[ ] Semi-Annually (one payment in February, one payment in June) \*\*Debit February 7th & June 7th\*\*
[ ] Annually (one payment in February) \*\*Debit February 7th\*\*
[ ] Monthly Pre-pay Contract or Delinquent Contract payment \*\*Debit monthly on the 7th\*\*
PLEASE ATTACH A VOIDED CHECK HERE. DO NOT ATTACH DEPOSIT SLIP. COMPLETE THE INFORMATION BELOW FOR SAVINGS ACCOUNTS ONLY.
Financial Institution Name \_\_\_\_\_
Financial Institution Routing Number \_\_\_\_\_
Financial Institution Account Number \_\_\_\_\_

Property Taxes You Want to Pay: Complete the information below for the tax accounts you wish to pay. For REAL ESTATE use PARCEL NUMBER, for MANUFACTURED HOME use REGISTRATION NUMBER.

Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_
Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_
Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_ Parcel/Account Number \_\_\_\_\_

By signing this agreement, I authorize the Guernsey County Treasurer to initiate electronic debit entries to my account as indicated on this form for the purpose of payment of my taxes. Taxpayers NEED NOT request ACH withdrawal each year, as this agreement is perpetual. The Treasurer will continue to deduct the half year (semi-annual), or full year (annual) or monthly amounts due from the bank account on the tax due dates until the Treasurer has received written notice either changing bank accounts or terminating the ACH Agreement at least 30 days before the next scheduled payment. I accept responsibility for the accuracy of all information that I have provided on this form and understand that the rejection of the debt transaction because of incorrect information may result in the accrual of fees, penalties and/or interest.

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_
(PLEASE READ OTHER SIDE)



# Treasurer of Guernsey County, Ohio

Sharon Secrest

Guernsey County Administration Building

~627 Wheeling Avenue, Suite 201

~Cambridge, Ohio 43725

~Phone: 740-432-9278 ~Fax: 740-432-9251

[ssecrest@guernseycounty.org](mailto:ssecrest@guernseycounty.org)

[www.treasurer.guernseycounty.gov](http://www.treasurer.guernseycounty.gov)

## Direct Payment

*Here's how the Direct Payment service works:* You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

**Monthly Delinquent Contract Payments:** Select this option if you are using Direct Payment to make monthly payments as part of our Delinquent Payment Plan. Reminder: current half year tax is due and payable as well in months of February and June in addition to your monthly contract payment amount.

**Semi-Annual Payments:** You will receive a tax statement in January and May showing the amount of tax that is due. The half-year amount due will be deducted from your account on the due date.

**Annual:** You will receive a tax statement in January that shows both the half-year and full-year tax amount. The full-year amount due will be deducted from your account on the due date.

**Semi-Annual Payments:** You will receive a tax statement in January and May showing the amount of tax that is due. The half-year amount due will be deducted from your account on the due date.

**Annual:** You will receive a tax statement in January that shows both the half-year and full-year tax amount. The full-year amount due will be deducted from your account on the due date.

## INSTRUCTIONS:

1. Complete the Taxpayer information.
2. Mark the type of bank account you have.
3. Select how often you want your payment deducted.
4. Fill in your Financial Institution information.
5. **Attach a voided check or a copy of a check** for verification of information. If you are unable to attach a voided check or if you are making payment from a savings account, please fill in the bank's routing number and the account number. You can check with your financial institution to be sure you are giving us the right numbers.
6. **Sign the authorization form at the bottom.**
7. **Treasurer must receive form 30 days prior to withdraw date.**

## Related Services

### Monthly Pre-Pay Plan

The **Monthly Pre-Pay Plan** is a free service that is offered by the Guernsey County Treasurer's Office to help taxpayers budget their tax payments. Now you can pay your real estate taxes each month too and avoid being "surprised" when the tax bill shows up! **It's Easy and Convenient!** You make monthly payments that are then applied to your tax bill. This program is designed to help you plan and save for your taxes before they are due. You can even change your payments in a way that is most convenient for you. Simply fill out the Monthly Pre-Pay Plan Authorization and begin enjoying the benefits!